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Records 4 DD/P

10/17/56
OCT 17 1956
File

MEMORANDUM FOR: Chief of Operations, DD/P
ATTENTION: Executive Officer
SUBJECT: Management Staff Records Disposition Responsibility to DD/P.

1. As a start, I am glad to accept your Paragraph 5 in OOPS' memorandum dated 12 October 1956, quoted below:

"If you desire, the Chief of the Records Integration Division can henceforth furnish you with a monthly report consisting of the following elements:

- "a. Cubic feet of records retired to DD/P/FL/RI/Archives
- "b. Cubic feet of records retired to DD/P/FL/RI/Files
- "c. Cubic feet of records retired to CIA Library
- "d. Cubic feet of records destroyed
- "e. Cubic feet of DD/P records in the DD/P vault of the CIA Records Center."

2. Will you therefore kindly direct the Chief of the Records Integration Division to send to me these monthly reports?

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Chief, Management Staff

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